

## **Commercial Permit Checklist**

Job Name Location (street # and street name)

The following items must be submitted with the application for commercial projects.

1. Four (4) complete sets of construction documents and site plans, as required by code, including mechanical and electrical plans.
2. Applications completed and signed by applicant.

NOTE! A separate application is required by a certified contractor for the following work areas:

- A. Fire Main
- B. Fire Sprinkler System
- C. Fire Alarm System
- D. Kitchen Hood Suppression
- E. Paint Booth Suppression System

3. Flood plain determination and/or Development Permit Approval.
4. All applicable fees paid.
5. Zoning Permit or Letter of Approval from township or village zoning office.  
Airport Zoning approval may be required in designated areas.

NOTE! Can be issued simultaneously while the job is being reviewed.

6. Sewage Disposal Approval
  - A. Public Sewer System or
  - B. Private/On-Site Sewer System

(Obtain permit at the General Health District or Ohio EPA.)

After plan review is completed (within 10 business days), a permit or a correction list will be issued.